

Step-by-step instructions for completing the online evaluation form:

1. Students will access the evaluation form via **ARC POW-NET©**. The URL is <https://arcpow.uwe.ac.uk/powlive/uwelivepow.dll>
2. All students must **sign-in**. You will use your Login Name (your UWE student number) and password. If you are experiencing trouble logging in, please email arcweb@uwe.ac.uk
3. The placement evaluation period will run from today for **4 weeks only**, you will receive a weekly reminder until this period ends if you have not completed this form promptly.
4. Students should complete an evaluation for **each** placement they have been allocated before accessing their next placement.
5. Once you login, go to the **Allocations tab** which will list all your placements, as indicated in Figure 1. The placement you will need to evaluate will be listed on this page.

Figure 1

Date Span

Student Name Smith, Sarah
Intake ZZZ TEST

Last time system was updated 29/10/2007 19:00:38

System updated 29/10/2007 19:00:38

Last login date and time 11/10/2007 17:19:37

Home Allocations Attendance Web Links Change My Details Logout User Guide Contact us

Total Absence Hrs: 60.0

Why can I not see my next placement ???

Date From Date To Description Eval. Status Category Days Hrs Hrs Worked Hrs Special Leave Hrs Sick

16/01/2006	22/01/2006	INDUCTION WEEK		INDUCTION WEEK	5	37.3	37.3	0	0
23/01/2006	26/02/2006	THEORY 1		THEORY 1	15	112.3	112.3	0	0
30/01/2006	12/02/2006	TEST GLOUCESTER	Done	ACUTE SURGICAL	10	75	75	0	0
27/02/2006	19/03/2006	TEST BATH	Done	MEDICAL	11	112.3	82.3	0	30
20/03/2006	26/03/2006	ANNUAL LEAVE			5	37.3	37.3	0	0
27/03/2006	04/06/2006	TEST GLOUCESTER	Required	ACUTE SURGICAL	46	352.3	345	0	7.3
29/05/2006	11/06/2006	Access Denied	Required	MEDICAL	8	60	60	0	0
12/06/2006	09/07/2006	THEORY 2		THEORY 2	20	150	150	0	0
10/07/2006	06/08/2006	Access Denied	Required	ELDERLY	19	142.3	142.3	0	0
31/07/2006	06/08/2006	WB LD		WB LD	1	8	8	0	0

<<First Page <<Prev Page Next Page>> Last Page>> 1 of 3

Name of placement Access Denied – this means the practice evaluation needs completing for your previous placement

Eval Status – shows status of evaluation for that placement

Hours expected to do

6. Click on the **Placement Name** where you are currently allocated and where the evaluation is listed as 'Required'. Figure 2 represents the next window that will appear.

Figure 2

Welcome from the placement	Placement Details - Facilities	Placement Details - Preparation	Placement Details - Travel	View Evaluation																																			
Welcome from Placement <p>Welcome to TEST GLOUCESTER. We look forward to working with you and our aim is to provide you with experience that will contribute to you achieving your learning outcomes.</p>																																							
Main Placement Details <table border="1"> <tr> <td>Name</td> <td>TEST GLOUCESTER</td> <td>Contact Name</td> <td colspan="2">GLOUCESTER,MARK</td> </tr> <tr> <td>Trust</td> <td>ZZZ TEST TRUST2</td> <td>Job Title</td> <td colspan="2"></td> </tr> <tr> <td>Code</td> <td>9999</td> <td>Date From</td> <td colspan="2">30/01/2006</td> </tr> <tr> <td>Address</td> <td>HARTPURY HOSPITAL HARTPURY HOUSE GLOUCESTER</td> <td>Date To</td> <td colspan="2">12/02/2006</td> </tr> <tr> <td>Post Code</td> <td>GL1 3NN <Click here to see map></td> <td>Placement Facilities</td> <td colspan="2"><Click here to see></td> </tr> <tr> <td>Tel No</td> <td>01452 702132</td> <td>Placement Preparation</td> <td colspan="2"><Click here to see></td> </tr> <tr> <td></td> <td></td> <td>Placement Travel</td> <td colspan="2"><Click here to see></td> </tr> </table>					Name	TEST GLOUCESTER	Contact Name	GLOUCESTER,MARK		Trust	ZZZ TEST TRUST2	Job Title			Code	9999	Date From	30/01/2006		Address	HARTPURY HOSPITAL HARTPURY HOUSE GLOUCESTER	Date To	12/02/2006		Post Code	GL1 3NN <Click here to see map>	Placement Facilities	<Click here to see>		Tel No	01452 702132	Placement Preparation	<Click here to see>				Placement Travel	<Click here to see>	
Name	TEST GLOUCESTER	Contact Name	GLOUCESTER,MARK																																				
Trust	ZZZ TEST TRUST2	Job Title																																					
Code	9999	Date From	30/01/2006																																				
Address	HARTPURY HOSPITAL HARTPURY HOUSE GLOUCESTER	Date To	12/02/2006																																				
Post Code	GL1 3NN <Click here to see map>	Placement Facilities	<Click here to see>																																				
Tel No	01452 702132	Placement Preparation	<Click here to see>																																				
		Placement Travel	<Click here to see>																																				

7. Click on **View Evaluation** tab. Figure 3 represents the next window that will appear. The evaluation form consists of 37 multiple-choice questions, which are divided into 5 topic areas: 1) Placement Preparation, 2) Induction & Orientation, 3) Learning Environment, 4) Support & Feedback and 5) Placement Experience. The evaluation form is scored on a 4-point scale, from 1 (Strongly Disagree) to 4 (Strongly Agree). There are 3 open text questions at the end of the form, in the Placement Quality topic area. These open text questions are where you need to reflect on the scores you have given to the previous 37 questions and provide meaningful and useful commentaries.

Figure 3

 <p>University of the West of England BRISTOL</p>		<p>Student Name Smithers-Jones, Karen Intake YYY TEST</p> <p>System updated 28/09/2014 22:05:39 Last login date and time 22/10/2014 11:42:24</p>	
<p>Host Name CHIPPENHAM COMMUNITY HOSPITAL Dates 03/01/2011 to 27/02/2011</p>			
<p>Home Allocations Attendance Web Links My Profile Logout Contact us</p>			
<p>Dear Student</p> <p>Thank you for completing this questionnaire. This feedback is very valuable and will assist to maintain, develop or improve the placement experience for future students. It may also contribute to placement provider internal quality assurance processes to improve standards of care and the patient experience. Reports will be anonymised before being shared with key stakeholders however, if you have concerns about patient care, it is important to follow processes for raising or escalating concerns as outlined in your Programme Handbook.</p> <p>Please complete this form within 0 weeks of completing your practice placement.</p> <p>If you have any concerns whilst on placement please raise them at the time by calling the Practice Support Line on 0117 328 1152. For each of the following statements, please select your response using the rating scale below:</p> <p style="text-align: center;">1 = Strongly Disagree 2 = Disagree 3 = Agree 4 = Strongly Agree</p>			
<p>Placement Preparation</p> <p>1. Allocation of the placement occurred on time (i.e. minimum 6 weeks prior (nursing students only)) <input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4</p> <p>2. Preparation guidance, materials and documentation were sufficient <input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4</p> <p>3. Placement profile information on ARC was an accurate reflection of the practice area <input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4</p> <p>4. Placement was expecting my arrival <input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4</p> <p>Induction & Orientation</p> <p>5. The induction and orientation were comprehensive (i.e. Policies, Guidelines, Protocols & Procedures including Health & Safety) <input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4</p>			

8. After you complete all the evaluation form, please click on the **Submit button**. You will now notice that on the Allocations page, the evaluation status located next to the placement name has changed from 'Required' to 'Done'. If you have finished evaluating all of your placements you may click on 'Logout' located in the upper right-hand corner.